



Staff Report

TO: City Council

FROM: Steven D. Jones, Community Development Director
Kylie Preciado, Assistant Planner

DATE: October 21, 2025

SUBJECT: Deposit and Fee Waiver Request from HCN Bank for a Minor Special Event

Description: Consideration of a Resolution for a fee waiver request for HCN Bank's Annual Trunk or Treat Event for Special Event application and Temporary Sign Permit PLAN2025-0279.

Background and Analysis:

On September 17, 2025, HCN Bank submitted a special event and temporary sign application (see Attachment C), in addition to a request for consideration of waiving the minor special event permit application deposit of \$500 and temporary sign permit fee of \$170 for their annual Trunk or Treat event (see Attachment D), to be held at HCN Bank located at 1540 E. 6th Street on October 23, 2025, from 5 pm – 8 pm, after regular business hours. This is a free event that occurs every year and anticipates a total attendance of 100 citizens.

HCN Bank will host this event in its parking lot, where decorated car trunks will be set up for children from the local area to walk around and collect treats. They will not be inviting any food or beverage vendors but will have a DJ for music and dancing.

On March 21, 2023, the City Council adopted Resolution No. 2023-03, establishing user fees effective July 1, 2023, including a \$500 deposit-based fee for Minor Special Events (Less than 1,000 anticipated attendance) and a \$5,000 deposit-based fee for Major Special Events (Greater than 1,000 anticipated attendance). Fees are applied toward staff time and outside costs. Additionally, temporary sign permits have a flat fee of \$170.

At the November 7, 2023, City Council meeting, the Council adopted the "Special Event Permit Application Fee Waiver policy". The policy provides eligibility for waivers when events are community-wide, open to the public, and provide a direct benefit.

The HNC Bank Annual Trunk or Treat special event requires no road closures or other staff assistance, and it is free and open to the public, which meets the criteria required by the Special Event Fee Waiver Application Policy (see Attachment B).

Fiscal Impact:

If Council approves the waiver request, staff time associated with processing this Special Event Permit would have a fiscal impact of a maximum of \$670. The cost to prepare this staff report was approximately \$350.

Recommended Action:

Staff recommend that the City Council approve HNC Bank's Fee Waiver Request for the Minor Special Event Permit application deposit and temporary sign permit fee associated with the 2025 Annual HNC Bank Trunk or Treat event.

Attachments:

- A. Resolution Waving the Special Event and Temporary Sign Fees
- B. Special Event Fee Waiver Policy
- C. Special Event Application
- D. Fee Waiver Request
- E. Levine Act Statement